The Arizona Game and Fish Department

Heritage Grant Application Manual

August 3, 2016

THE ARIZONA GAME AND FISH DEPARTMENT
The Heritage Fund "Grants" Application Manual – Introduction

This manual prescribes application guidelines and materials necessary to apply for an Arizona Game and Fish Department (Department) Heritage Grant (HG). Funding for this program is made available to the Department through an annual allotment of Arizona lottery funds.

This manual contains all revised administrative and application process changes related to the 2017 Heritage Fund grant cycle. The **2017 Heritage Grant application window** opens Wednesday, August 3rd, 2016 and closes at 5:00 p.m. on Monday, October 31st, 2016 (Deadline Time/Date).

The six HG sub-categories the Department offers are:
Environmental Education (EE)
Outdoor Education (OE)
Schoolyard Habitats (SCHOOLYARD)
Urban Wildlife / Urban Wildlife Habitat (URBAN)
Public Access (ACCESS)
Identification, Inventory, Acquisition, Protection and Management of Sensitive Habitats (IIAPM)

The Department anticipates $412,000 available to support the 2017 HG cycle as follows:

Environmental Education	$ 16,000
Outdoor Education	$ 16,000
Schoolyard Habitats	$ 30,000
Urban Wildlife/Urban Wildlife Habitat	$ 100,000
Public Access	$ 50,000
IIAPM	$ 200,000
	$ 412,000 Total Available

Application requirements for the 2017 HG cycle are as follows:

  1. All grant applicants **are required** to submit a **full-application proposal including all required supporting documents** by the published deadline date to be considered for a HG. **The Department will reject any incomplete applications.**

  2. To be eligible & considered for a HG award, an applicant's proposal **must meet** one or more of the **Eligibility CRITERION** listed within the respective funding window (FW) that applies, or the application **will be rejected**.

  3. The Department uses one application form that covers all 6 of the HG sub-categories.

The Department welcomes any feedback on the grant process as we continue to improve HG opportunities. For questions or comments regarding this manual or any changes made, please contact **Marty Herrera** the Department's Heritage Fund Administrator via email or phone at **mherrera@azgfd.gov** or **(623) 236-7527**.

ALL proposals and projects must comply with provisions of Title VI of the
1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973.

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HG ELIGIBILITY & FUND SPECIFIC INFORMATION

GENERAL INFORMATION. The following information applies to all HG program funds addressed in this manual. The Department's six HG **sub-categories** are designated as:

Environmental Education (EE)
Outdoor Education (OE)
Schoolyard Habitats (SCHOOLYARD)
Urban Wildlife / Urban Wildlife Habitat (URBAN)
Public Access (ACCESS)
Identification, Inventory, Acquisition, Protection & Management of Sensitive Habitat (IIAPM)

ELIGIBLE APPLICANTS AND PROPOSALS. Eligible applicants include the federal government, any federal department or agency; Indian tribes; all departments, agencies, boards, commissions and political subdivisions of the state of Arizona; counties; school districts; charter schools; cities; towns; all municipal corporations. (**NEW THIS GRANT CYCLE**): Beginning with the 2017 HG cycle**, non-profit organizations (see definition page 18) are now included as eligible applicants**. A non-profit that wishes to apply for a HG can now apply direct without having to be sponsored by a government entity, as required in the past. This new eligibility applies to any **non-profit group** which meets the Internal Revenue Service definition of a 501(c) organization.

HG's can only be awarded for projects that occur on **publicly held lands** as specified in Arizona Game and Fish Administrative Rule R12-4-701, which defines requirements applicable to HG's.

If a HG is awarded, the **applicant becomes a grant Participant.** The Participant (if applicable) must acquire and maintain valid special permits (such as an Arizona scientific collecting permit) prior to project implementation. Required special permits will be detailed in the grant agreement, and persons working on the project must meet **special permit** requirements.

Participants must deposit Heritage Grant funds into a dedicated account carrying the name and number of the project. If funds are deposited into an interest-bearing account, any interest earned must be used for the purpose of furthering the project with prior approval of the Department; or remitted to the Department upon completion of the project.

A grant applicant must <u>not</u> have an out-of-compliance HG project <u>or</u> a HG project in extension. Applicants must certify that proposed projects shall be in compliance with all State, Federal or local regulations, rules, or laws; certify that the proposed project will be undertaken if a grant is awarded; and provide documented evidence of control and tenure of the project site.

PRE-AGREEMENT COSTS. Costs incurred prior to the effective date of the Grant Agreement (pre-agreement costs) are only allowed as **match or donation** and must be documented and specified as such in the project proposal. Pre-agreement costs are not an allowable HG expenditure.

OVERHEAD AND/OR INDIRECT COSTS. Overhead and/or indirect costs are **not eligible** for HG funds. Overhead and/or indirect costs **can be included as match**, if properly documented.

PROJECT INFORMATION. The funding minimum for all sub-categories is $500. **EE** and **SCHOOLYARD** grants have a max funding level of $10,000 and the max level for **OE** grants is $2,500. The maximum amount for the **URBAN, ACCESS** or **IIAPM** HG sub-categories is the maximum amount available listed for each sub-category on page 1 of this manual.

PROJECT GRANT AGREEMENT. Projects cannot begin until the Grant Agreement has been signed by both the applicant and the Department Director (known as the project effective date). Awarded applicants have **120 calendar days** from Grant Agreement receipt, to sign the Grant Agreement or the grant award will be rescinded. Once the project effective date has been established, a HG participant **must** request awarded funds within **120 calendar days** or less of the Grant Agreement effective date, or the grant award will be terminated.

PROJECT PERIOD. All grant participants (except OE), must complete their project (including all project business, project deliverables, and closure certification) within **36 months** from the grant agreement effective date. **OE participants** must complete their project (including all field-trip activities and closure certification) within **12 months** from the grant effective date.

TERM OF PUBLIC USE. The Department will assign a **"useful-life period"** for HG projects that require an extended **"term of public use"** as a condition of the grant awarded. The term of public use for some projects will extend beyond project close-out as determined by the Department. At the beginning of the grant award process if the Department determines that a project requires an extended term of public use, this will be defined within the **"Special Conditions"** section of the Grant Agreement. Special conditions are accepted when the agreement is executed. Examples of projects that might require an extended useful-life and term of public use are as follows:

Concrete/metal structures (i.e., ramps, habitat features, benches, tables, ponds, fencing, etc.): 10 years
Wooden buildings & structures (i.e., kiosks, benches, tables, fencing, floating boat docks, etc.): 5 years
Equipment (i.e., mechanized, computers, microscopes, binoculars, scientific monitoring, etc.): 5 years

Projects should result in a discrete product, e.g., facility, property feature, written report, or program available to the public, or used for public benefit. Properties, facilities, and services funded by a HG must be operated and maintained for the "term of public use" of the project. The applicant must control land or waters on which capital improvements are made (through fee title, lease, easement, or agreement). Control must be adequate for protection, maintenance, and use of the improvement throughout its useful life.

The applicant must give suitable public acknowledgment to the Arizona Game and Fish Heritage Fund for the useful life of the project. When the project involves development or renovation, a permanent sign will be installed which credits the Department's Heritage Fund. The cost of signage is an allowable expense as part of the initial project, but the applicant is responsible for maintenance and/or replacement of the signage, as needed. All other project types must also include funding acknowledgment of the Arizona Game and Fish Department's Heritage Fund (e.g., on pamphlets, videos, published reports, educational materials, announcements, technical reports, publications, or other products resulting from the project).

APPEAL PROCESS. After applicants are notified and grant awards announced at a public forum (a scheduled Arizona Game and Fish Commission Meeting), any unsuccessful eligible applicant may submit an appeal regarding a grant award within thirty (30) calendar days of the announcement at the Commission meeting in accordance with A.R.S. Title 41, Chapter 6, Article 10, Uniform Administrative Appeals Procedures. This should be done by submitting a letter to the Arizona Game and Fish Department, Director's Office, Attn: Heritage Fund Administrator, 5000 W. Carefree Highway, Phoenix, Arizona 85086.

FUNDING WINDOWs (Important!)

The Heritage Grant eligibility "Funding Window" (FW) is one of the most essential components of the overall HG cycle process. FWs depict specific ***Eligibility CRITERIA*** for each of the 6 HG sub-categories. This ensures grants awarded provide the Department an efficient and effective use of the limited Heritage Fund resources available. FWs provide assurance that the Department's priorities and needs are addressed with available HG funding in support of the Department's overall mission.

Annually the Department reviews each sub-category FW and makes revisions to address changes in Commission direction or Department priorities. Once approved, FWs are distributed by the Department. This coincides with announcement of application timelines and funding levels available for the specified grant cycle. Applicants must meet one or more of the FW eligibility criteria established to be considered for funding within the sub-category for which they applied.

HERITAGE GRANT SUB-CATEGORIES. The following descriptions of the six HG sub-categories include information about special eligibility criteria requirements. Please refer to the HG FW eligibility criteria specified for each sub-category to determine which FW best supports your grant proposal submission.

ENVIRONMENTAL EDUCATION (EE) $16,000 AVAILABLE. **Fund Description** – EE grants are for projects that develop an awareness, appreciation and/or understanding of Arizona's wildlife and its environments. Grant applicants can request from **$500 to $10,000** under EE**.** Please refer to the **EE FW** eligibility criteria.

OUTDOOR EDUCATION (EE) $16,000 AVAILABLE. **Fund Description –** OE grants are for projects that enhance awareness and involvement in any conservation, ecological or biological wildlife or wildlife habitat related "field trip" activity. Grant applicants can request from **$500 to $2,500** under OE. Please refer to the **OE FW** eligibility criteria.

SCHOOLYARD HABITATS (SCHOOLYARD) $30,000 AVAILABLE. Fund Description - SCHOOLYARD grants are for projects that encourage wildlife education on school sites through the development or improvements of schoolyard wildlife habitats. Grant applicants can request from **$500 to $10,000** under Schoolyard. Please refer to the **SCHOOLYARD FW** eligibility criteria.

URBAN WILDLIFE AND URBAN WILDLIFE HABITAT (URBAN) $100,000 AVAILABLE. Fund Description – URBAN grants are for projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments. Grant applicants can request from **$500 to $100,000** under Urban. Please refer to the **URBAN FW** eligibility criteria.

PUBLIC ACCESS (ACCESS) $50,000 AVAILABLE. **Fund Description** – ACCESS grants are for projects that increase or maintain public access for recreational use that aligns with the

Department's Mission. Grant applicants can request from **$500 to $50,000.** Please refer to the **ACCESS FW** eligibility criteria.

IDENTIFICATION, INVENTORY, ACQUISITION, PROTECTION AND MANAGEMENT OF SENSITIVE HABITAT (IIAPM) $200,000 AVAILABLE. **Fund Description –** IIAPM grants are for projects that preserve and enhance Arizona's natural biological diversity. There are many ongoing projects the Arizona Game and Fish Department is actively involved with and applicants are encouraged to contact the Department's IIAPM Wildlife Management Project Leader at (623-236-7385) regarding any questions about species or priorities eligible this year.

Project Eligibility - Proposals will only be accepted for the element-specific eligibility criteria listed in the IIAPM FW to be considered eligible under this sub-category. Grant applicants can request from **$500 to $200,000**. Please refer to the **IIAPM FW** eligibility criteria.

Sensitive Habitat refers to the specific areas within the geographical area historically or currently occupied by a species or community of species in which are found those physical or biological features essential to the establishment or continued existence of the species and which may require special management, conservation or protection consideration.

Habitat Protection is the process of protecting the quality, diversity, abundance, and serviceability of habitats to maintain or recover populations of Arizona wildlife.

Note: The list of Species of Greatest Conservation Need (SGCN) referenced in this document is available from the Department's Terrestrial Wildlife Branch at **623-236-7385**; or from the Department's website at **https://www.azgfd.com/wildlife/nongamemanagement/**

HERITAGE – GRANT CYCLE PROCESS.

Announcement of the 2017 Grant Cycle. On **Wednesday, August 3, 2016**, the Department's HG application window is open for applicants to submit an application for the 2017 HG cycle. All Grant application materials for each HG sub-category have been posted to the Department's website at **https://www.azgfd.com/Wildlife/HeritageFund/grantapply**

Grant Application Window. This year, grant applicants will have a 12-week window in which to apply for a HG. Grant applicants must submit a full application with all required and/or applicable supporting documents, and application must be received at the AZGFD Headquarters building by **5:00 p.m. on Monday, October 31st, 2016** to be considered for a 2017 Heritage Grant. Detailed instructions on how to fill out the HG application form are listed on pages 11-17 of this manual.

Application Review Process. HG's are awarded through a competitive process. Proposals are evaluated and scored on the basis of their compatibility with established eligibility criteria within the applicable FW. The Department's HG review process consists of three distinct steps; the pre-screening of all applications received to determine eligibility; a technical review of eligible proposals (except for OE) by Department subject matter expert (SME); and the evaluation and scoring of proposals. These steps are detailed as follows:

1. **Application Pre-Screening.** Applications will undergo an initial pre-screening by Department staff as they are received. The Department will pre-screen proposals received by the deadline date to determine:
   - if the application was submitted by an eligible applicant; and
   - whether the grant application meets one or more of the eligibility criteria listed in the respective funding window for which the application was submitted; and
   - the application contains all required information and supporting documents specified in the respective FW? Any proposals **not meeting all three** pre-screening requirements will be rejected.

2. **Department Technical Review.** Applications successfully pre-screened, will transition to the grant proposal technical review process. The Department will assign a subject matter expert (SME) for technical review of the proposal (except for OE proposals). OE proposals will move direct to the evaluation and scoring process. For all other proposals, the assigned SME will review and compare stated goals, objectives and outcomes of the proposal against referenced eligibility criteria within the FW. The SME will determine how well the proposal meets the Department's needs and recommend one of the following:

   _____ I HIGHLY RECOMMEND Funding this Project

   _____ I RECOMMEND Funding this Project with Suggested Improvements

   _____ I DO NOT RECOMMEND Funding this Project

The SME's recommendation and written comments will be annotated and attached to the respective proposal, and provided to scoring team members to review during the evaluation and scoring process. Once a technical review has been completed for all proposals within each sub-category, the proposals will transition to the respective scoring teams to be evaluated and scored.

3. **Proposal Evaluation and Scoring Process.** Evaluation and Scoring Teams score each proposal within each respective sub-category. Scoring Teams score proposals against established questions. Scoring Team members will evaluate and score each individual proposal. Proposals are not evaluated, compared or scored against each other but rather against the established scoring questions.

Once all applications are scored, the scoring teams will meet face-to-face or via computer video conference to discuss each proposal. After discussion, scores are finalized by each scoring team member and provided back to the Department's Wildlife Grant Administrator. Scores from any scoring team member not taking part in the respective team meeting **will be excluded** in the final compilation and averaging of scores.

Evaluation and Scoring Teams. The Department will establish an evaluation scoring team for each of the six sub-categories, comprised of 3 to 5 of the following scoring team members:

   AGFD Heritage Fund Administrator (and/or) AGFD Wildlife Grant Administrator
   AGFD Field Operations - (1-2 technical expert representative(s)) **or**
   AGFD Division - (1-2 technical expert representative(s)) depending on funding sub-category
   AGFD Heritage Public Advisory Committee (up to two members per sub-category) (Optional)

GRANT EVALUATION & SCORING.

All **URBAN, ACCESS** and **IIAPM** grant proposals will be evaluated and scored using the questions listed below with a scoring range of 0 thru 10 points each **(except weighted question)** with 100 points possible:

1. Does the project proposal address a high priority need as listed within the FW eligibility criteria?

2. Does the project proposal effectively address this priority need?

3. Are project goals, objectives, milestones, methods/measures clearly articulated in the proposal?

4. Are methods/measures sufficiently rigorous enough to accomplish these goals/objectives?

5. Does the applicant or partners identified have experience with projects of this type?

6. Is a reasonable and planned approach outlined in the project proposal to realistically accomplish project goals and objectives?

7. Is the proposed budget and timeline reasonable and clearly itemized so that the project has a high probability of successful completion on time and within budget?

8. Does proposed budget include any match dollars or donations that directly support the project?

9. Will results of the completed project lead to better management of wildlife, habitats, or species; or provide critical information to the Department that has been lacking prior to completion of the project; or provide improved access to a resource by or for the public? *(Weighted: 0 thru 20 Points)*

All **EE**, **OE** and **SCHOOLYARD** grant proposals will be reviewed and scored using the questions listed below with a scoring range of 0 thru 10 points each **(except weighted question)** with 100 points possible:

1. Does the project proposal address a high priority need as listed within the FW eligibility criteria?

2. Does the project proposal effectively address this need?

3. Does the project proposal help to develop students' inquiry and problem solving skills?

4. Are wildlife and/or wildlife habitats a primary focus of student learning throughout project?

5. Does the project tie in with other classroom instruction?

6. Does the project or field-trip activity include any pre and post-activities with student involvement during each phase of the project?

7. Is the proposed budget and timeline reasonable and clearly itemized so that the project has a high probability of successful completion on time and within budget?

8. Does proposed budget include any match dollars or donations that directly support the project?

9. Will results of the completed project lead to an enhanced awareness, appreciation and understanding of wildlife and wildlife habitats by students, educators and the public? *(Weighted: 0 thru 20 Points)*

Scored Proposal Rank-Order Lists. After all proposals are scored, the Department's Heritage Fund Staff will compile, average and rank-order the list of proposals. A rank-order list (by average score) of proposals, highest to lowest is compiled for each of the six sub-categories. Based on available funding within each sub-category, a funding line determines how many grant proposals score above-the-fund line and move forward for grant recommendation and ultimately, HG award.

The 6 sub-category rank-order lists are presented to the Department's Executive Staff for review and approval. Once Executive Staff approves, the rank-order lists are presented as recommendations for award to the Director for final approval of HG awards. The list of recipients being considered for awards, are publicly announced to the Commission at a regularly scheduled commission meeting.

Once HG recipients are approved and publicly announced to the Commission, the Department initiates an award letter and Grant Agreement for each grant recipient to inform them of their HG award. Letters are also sent to all unsuccessful applicants thanking them for their interest in the HG's program and to encourage them to apply for future HG opportunities.

HERITAGE GRANT AGREEMENT PROCESS.
The HG Agreement is a binding legal contract once signed by the Department Director. Projects cannot begin until the Grant Agreement has been signed by both the applicant and the Department Director. An applicant awarded a HG (Participant or Grantee) must complete the project (including all project business, project deliverables, and closure certification) within 36 months from the grant agreement effective date (Except OE). OE applicants will only have 12 months from the grant effective date to complete their project. **Note: The Department WILL ACCEPT Electronic Signatures on the Heritage Grant Agreement.**

Grant Funding. Once the grant agreement is signed, the grantee has **120 days** from the effective date of the contract agreement to request awarded project funds. However, grantees are highly encouraged to request grant funding as soon as possible. A written (mail or email) letter of request or invoice is submitted by the grantee to the Department's Wildlife Grant Administrator who will process the request. Normally, ninety percent of the project's funds are transferred at the beginning of the project cycle and the final 10% is transferred when the project is ready to close. However, the Department can transfer 100% of the grant award at the beginning of the project if requested by the grantee and approved by the Department.

Grant Extension & Close-out. Grantees may request an extension of their project, if it appears the project will not be completed within the required timeframe. Requests for extension must be in writing (mail or email) and received by the Wildlife Grant Administrator at least thirty days prior to the grant deadline date. Grant close-out process requirements must be met and completed per the project timeline or project period whichever occurs first or the grantee can be found in default.

Grant Monitoring. The Grantee is subject to the Department's on-site monitoring inspections to validate a grantee's compliance with the Grant Agreement. All open grants (ongoing), closed grants (within 5 years of grant closure) and grants still within the "term of public use" are subject to a monitoring inspection. When a Department monitoring inspection discovers default or non-compliance with the terms of the Grant Agreement, the Department will provide written notification to the Grantee, and the Grantee will have ten business days to correct the default or non-compliance. The Department may pursue any remedy if the Grantee fails to correct the

default or non-compliance within the correction period, unless the Grantee can show good cause for not correcting the default or non-compliance.

Annually, the Department will randomly select up to 10% of open and closed grants to conduct monitoring inspections. Grantees selected for a monitoring inspection, will be notified in writing and the Department will follow-up with the grantee to coordinate monitoring inspection activities. A Heritage Grant monitoring inspection checklist example can be found on the Department's website at: **https://www.azgfd.com/Wildlife/HeritageFund/grantapply** or by contacting **Marty Herrera,** the Department's Heritage Fund Administrator at **623-236-7527** or via email at **mherrera@azgfd.gov**.

HERITAGE GRANT APPLICATION PROCESS.

GRANT APPLICATION – Where, How, When to Submit. Grant proposals can be **mailed**, **hand delivered** or **emailed** to the Department's Wildlife Grant Administrator. Each applicant must submit one (1) complete copy of the Heritage Grant application proposal on letter size paper (8.5 x 11 in) along with all required supporting documents. All applications must be received by the Wildlife Grant Administrator at the Arizona Game and Fish Department Phoenix Headquarters, by **5:00 p.m. on Monday, October 31st, 2016**. The Department will reject the following: 1) faxed copies; 2) or any application delivered to any other Department location; 3) or applications post-marked on the deadline date but not physically received at AZGFD Phoenix Headquarters by 5:00 p.m.; 4) or emailed applications received after 5:00 p.m. per time stamp on the Department's email; or 5) or any applications hand-delivered after 5:00 p.m.

Mail or Hand Deliver:	**Email:**
Arizona Game and Fish Department	Wildlife Grant Administrator
Attn: Wildlife Grant Administrator	**Rbeck@azgfd.gov**
5000 W. Carefree Highway	
Phoenix, Arizona 85086	

ALL Heritage Grant Applicants must submit a full Heritage Grant application proposal including all required supporting documents specified within the respective FW, to be considered for a Heritage Grant award. For the 2017 Heritage Fund grant cycle, applicants have an 8-week window in which to apply for a Heritage Grant, from **August 3rd** thru **October 31st, 2016**. Applicants are **encouraged to apply** as early as possible. If the Department receives an incomplete application proposal with sufficient time prior to the deadline, the Department may attempt to notify the applicant and advise them of any actions needed to correct the proposal and still submit by the deadline date and time. **Proposals that are incomplete as of the published deadline date & time will be rejected.**

A telephone confirmation to ensure receipt is highly recommended by the applicant for any application submitted, by calling Robyn Beck at (623) 236-7530.

HERITAGE GRANT APPLICATION FORM INSTRUCTIONS. The following instructions prescribe the format for the HG application. Application format instructions must be followed, questions answered, and all requested data provided. Applicants are expected to utilize the forms provided, narrative format (where indicated), and cite the respective FW eligibility criteria the project proposes in a clear and concise project application proposal.

PAGE – 1. Complete the Heritage Grant Application Form *(HG forms may be downloaded to fill in the text electronically at:* **https://www.azgfd.com/Wildlife/HeritageFund/grantapply**

1. At the top of Page-1, enter the Heritage Dollars Requested, any Match/Donations and Total Project Costs anticipated (from Page-3, of the Project Budget Worksheet).

2. Applicant Information: Enter the **Agency, Organization or Volunteer Group Name** followed by the name of the person submitting the application with identifying title and contact information.

3. Check the appropriate box for the HG sub-category you are applying for. **CHECK ONLY ONE BOX.**

4. **Project Title.** Provide a one line description of the project proposal, with a **short** and **concise** title of the project.

5. **Project Location.** Describe the proposed project location with a brief and concise description (e.g., legal description, intersection of two streets, GPS coordinate, etc). If the Project Location needs maps or other descriptive documents, please indicate that the items are attached and include with the application when submitted.

6. **Legislative District & County:** List the legislative district(s) and county(s) where the project will have an impact. Please use the current legislative district maps which are available on the Arizona Independent Redistricting Commission web page: **www.azredistricting.org/** .

7. **The Project Summary Description (the Word application summary area will expand and populate as needed**). This should simply and concisely summarize the project (600 characters or less) stating the objectives, procedures, and resulting deliverables (products /services /outcomes), and how these address one or more of the eligibility criteria specified within the respective FW.

8. Complete the **Authorized Signature** section of the Application Face Sheet. Obtain the signature of the agency, organization or volunteer groups' chief executive officer (or legally authorized designee). Applicants that email their applications must sign, scan and email their applications or submit with an electronic signature. **Applications received via email without an appropriate signature will be rejected.**

Note: The Grant Application Form must be signed by an authorized agent of the public agency, NGO or volunteer group applying for the grant, and by signing, the authorized agent represents the applicant, who has authority to enter into agreements, accept funding, and fulfill the terms of the proposed project. This person on behalf of the applicant has authority to bind the applicant to the terms of the Grant Agreement. Applicants can find a **SAMPLE Grant Agreement** on the Department's website at **https://www.azgfd.com/Wildlife/HeritageFund/grantapply** . If an applicant does not have access to the Department's website, they can call or email the Wildlife Grant Administrator at **623-236-7530** or **rbeck@azgfd.gov** to request a hard copy.

PAGE – 2.   Project Narrative (The Word application narrative area(s) will expand and populate as needed.) In this section, you will provide a more detailed narrative of the project proposal. Summarize the plan of operation and describe the proposed actions deemed necessary and appropriate for the success of the project.

1. **Project Objectives and Action Plan**. Describe and document the problem being addressed and/or the need for the project. The need must:
   - Address one or more of the stated Eligibility CRITERIA listed within the respective FW. Applications that **fail to meet** FW eligibility criteria **will be rejected** during the HG pre-screening process.

   - Describe the scope of the problem being addressed: local, regional and/or statewide. This should relate to one or more of the FW eligibility criteria.

   - Describe the target group(s) to be served.

2. Provide the anticipated duration of the project to include a beginning and ending date. This list should include milestones that are:
   - Numbered, measurable, and performance driven, i.e., stated in terms of change expected.

   - Describe the specific method/procedure/activity that will be employed to achieve each of the project objectives.
   - Describe the rationale for choosing the selected method/procedure/activity and the feasibility of the proposed solutions/strategies.

3. Describe how you will measure the progress and success of the project?
   - Provide a management plan for operating the project including a description of the skills required and the credentials of those involved in the project.

   - Provide an explanation of expected cost and benefits for the HG funding requested.

4. How will your Organization promote & advertise this project and acknowledge the Department's Heritage Fund (Public Relations Plan)? This could include a list of activities where you will actively promote the Department's Heritage Fund.
   - Describe the steps taken to disseminate project findings and work products to others likely to benefit from the results. Project staff is encouraged to disseminate their findings and work products through State/NGO/or regional conferences.

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- Documents, reports, materials or grant products produced as a result of the grant are public documents. Describe how you will distribute grant materials or products to other organizations.

5. List any local community partners or constituents with contact information that will assist you with planning, resourcing or any other activity needed for completion of the project?

PAGE – 3. Project Budget Worksheet. The purpose of the budget worksheet is to formulate a line-item budget for the project to determine whether the project is well planned and reasonable in scope. Technical errors in the budget worksheet could result in a lower overall score for the project proposal. A completed budget worksheet should include the amount of Heritage funds requested, the amount of match/donations provided and an itemized breakdown of the overall anticipated costs of the project.

1. Complete the **Project Budget Worksheet** using the expenditure line items. When entering dollar amounts, round off to the nearest dollar (**Do Not Include Cents**). Provide the time period the budget covers, along with the amount of Heritage Fund Dollars requested, any Match funds and donations and a roll-up of total project costs anticipated.

2. To substantiate the project budget, an itemized list with the cost breakdown of each budget line item amount requested, **is required**.

3. Indicate specific rates and amounts attributed to requested project funds and to fund matching/donations, or other sources of funding. You **must complete** the Project Budget Worksheet and itemize associated expenditures by the line item listed below:

Personnel Costs: List project personnel involved in the project objectives and who would receive benefit from this grant, include title, name and organizational affiliation. **Estimate and itemize the number of hours, rates of pay and overall personnel associated costs anticipated**. For valuation of personnel and employee related expenses or fringe cost estimates, if the recipient entity does not have an established pay rate then the Bureau of Labor Statistics wage determinations for the corresponding geographic area should be used. The Bureau of Labor Statistics wage determinations can be found at**: www.bls.gov/bls/blswage.htm** . Any anticipated in-kind volunteer labor used as match/donation, should also use the same wage determination information to estimate any services directly related to or benefiting the project.

Development Project Costs: List all estimated development costs (include construction costs, equipment or labor charges, the value of donated materials or services, and purchase price of items procured) for all eligible scope items to be completed as a part of the project. Scope items should be shown in priority order with highest priority items listed first, and define any capital improvements to be constructed and the total estimated costs.

Other Costs: List any other anticipated costs not defined in the previous categories. However, in an effort to deliver project dollars to as many projects as possible, HG funds cannot be used for pre-agreement costs, overhead and/or indirect Costs. Such costs may be considered as match, if properly documented.

- For publications, itemize costs of design/layout, artwork, photos, color separations, and printing. Include the number of copies to be printed and how the publication will be disseminated.
- Funds awarded for grants may not be used for purposes to lease facilities, for student tuition or financial aid, or for programs and activities ineligible for state expenditures.
- Although not a requirement, applicants are highly encouraged to seek match opportunities whenever possible and list these within the project budget worksheet. **Any in-kind volunteer labor** anticipated to support project completion, **can and should be listed as Match/donation**. To ensure full consideration, documentation supporting match contributions and/or donations should be included with the grant.
- Requested per-diem and travel costs should not exceed Arizona government employee allowable limits.
- For travel, state travel and reimbursement policies shall apply. Only travel necessary in support of the proposed grant project is allowed. List travel purpose and estimated costs.

Failure to provide a complete itemized budget worksheet in the format required may result in an application not receiving serious consideration for grant award funding.

NOTE: The State is not liable for any pre-agreement costs incurred by an Applicant prior to an executed (signed) AGFD Grant Agreement and any such expenditures will not be reimbursed with Heritage funds.

PAGE – 4. Complete the Primary Contact List
The first contact listed on the form is the "Application Writer/Process Contact." It is imperative that the Department is able to contact this person regarding questions about the application or any missing required documents or information. Each of the contacts listed should be actively involved in the project. If no one is available for contact, the approval process could be delayed or the application rejected for incomplete or missing information. **All of the primary contact information must be kept current at all times during the project duration. If a project contact changes during the project, participants should notify the Wildlife Grant Administrator as soon as possible at 623-236-7530 or rbeck@azgfd.gov**

ADDITIONAL INFORMATION or DOCUMENTS: Some projects (if applicable) require additional information or documentation that **MUST be submitted as enclosures** to your HG application submitted. Examples of these additional requirements are listed below:

LOCATION MAP/DRAWINGS. If applicable, Project Proposal must submit a Location Map clearly identifying project location(s) or project proposal areas.

General Requirements for all Project Maps. All maps should be on 8½ X 11 paper. Each map must include the project title, scale of the map, a north arrow, and the date the map was created or modified. Applications will be rejected if staff cannot locate the project, and/or project proposal area with the information provided by the applicant. Please submit more than one map as necessary and attach additional information needed for clarification.

Construction Projects. These proposals include roads, trails, piers, habitat development (including schoolyard habitats), habitat restoration, etc. It is important that the **location** includes any streets, access roads, trails, or other terms of locations (Section, Township and Range). Additionally, a **Site Plan(s) and/or Floor Plan(s)** must be submitted if applicable.

Site Plan - A site plan must be submitted if site development is part of the project proposal. It must define any existing, proposed, or future development (if known) as well as surrounding land uses. In the case of habitat development/restoration, these plans must include lists and locations of native plants to be planted, **and any** other habitat components of the habitat plan.

Design Plans - Design Plans (including Architectural, Engineering and/or Construction plans) must be submitted for proposed structures such as piers, interpretive kiosks, etc.. If applicable, please indicate if the landowner has approved the plans.

Research Projects. Provide a map(s) that defines the general location(s) where the field work and data analysis will occur.

Class, Workshop, and Event Projects. Provide a map(s) that shows where the majority of the project activities will be completed. Additionally, define the location of these project activities.

Media Publications-Projects. Provide a map(s) that locates where the majority of the publication will be developed and define the distribution locations(s).

Urban Projects. Provide a map(s) that shows location(s) of project. If the project is located near the limits of an incorporated area, or within 5 miles of the incorporated area, show the incorporated boundary and the 5-mile limit boundary on the map along with the project location. Project areas outside of the five mile boundary, **may also** be considered if they receive significant impact from human use, as determined by the Department. An applicant is responsible to provide detailed information/justification in their application submission, about project areas outside of the five-mile boundary, in order for the Department to make a determination of eligibility for award consideration under the Urban sub-category.

EVIDENCE OF CONTROL AND TENURE OF PROJECT SITE
Proposed facilities to be developed with awarded Heritage funds must be located on land and/or water, which the applicant owns or manages. If the project site is **owned** by the applicant, a **copy of the appropriate legal document showing title in the name of the applicant and the legal description of the property** must be attached to the application. A letter from the applicant and signed by the agency signature authority is acceptable, stating that the applicant entity owns or controls the property on which the project is proposed.

If the proposed development site is **managed** by the applicant, a copy of the **lease, special use permit, intergovernmental agreement,** or other appropriate official instrument must be attached to the application. The terms and provisions of the applicant's management or control rights to the proposed site must be commensurate with the proposed investment in at least one of the following three respects:

1. Time remaining on the use agreement must be a term sufficient, in the judgment of the Department, to ensure a period of public use commensurate with the expenditure of awarded funds.

2. The use agreement cannot be revocable at will by the property owner and should provide for the option to renew by the managing agency.

3. Applicant must show evidence that public access exists to the proposed project site, **unless** the purpose of the project proposal is to specifically create or limit such access.

If the proposed project is a **research project** and the proposal relates to sites **not controlled** by the applicant, a copy of the permit or agreement (or; at a minimum, a letter of intent from the land manager) allowing the research **must** be attached to the application. For all other project types related to sites not controlled by an applicant, an applicant **must** provide written permission from the property owner authorizing the project activities and public access and this permission **must** be attached to the grant application.

If a project requires any type of ground disturbance an **AZGFD or State Historical Preservation Office (SHPO) Certification** is required. If applicable, contact **Robyn Beck** the Department's Wildlife Grant Administrator to discuss requirements for submission of this document at: **623-236-7530** or **rbeck@azgfd.gov.**

GLOSSARY OF TERMS.

Administrative subunit means the branch, department, division, section, school, or other similar entity of a public agency where a participant contact is employed, for example, an individual school, but not an entire school district; an individual field office or project office, but not an entire agency; or an individual administrative department, but not an entire city government.

Authorized signature: refers to the person acting on behalf of the applicant who has authority to bind the applicant to the terms of the Grant Agreement.

Candidate species: refers to a species or subspecies of native Arizona wildlife for which habitat or population threats are known or suspected but for which substantial population declines from historical levels have not been documented.

Commission: refers to the Arizona Game and Fish Commission.

Department: refers to the Arizona Game and Fish Department.

Effective date: refers to the signature date the Department Director signs the HG Agreement.

Eligible applicant: refers to any public agency or organization that meets the applicable requirements of this program and does not have a HG Funded project in extension.

Environmental Education (EE): refers to **EE** programs dealing with basic ecological principles and the effects of natural and man related processes on natural and urban systems and programs to enhance public awareness of the importance of safeguarding natural resources.

Endangered species: refers to a species or subspecies of native Arizona wildlife whose population has been reduced to such levels that it is in imminent danger of elimination from its range in Arizona, or has been eliminated from its range in Arizona.

Equipment: items purchased for more than $500 with Heritage funds. This equipment shall be used for a public purpose for the useful life of the equipment, or surrendered to the Department upon completion of the project, whichever comes first.

Facilities: refers to any capital improvements.

Funding Window (FW): refers to a document approved by the Department's Executive Staff based upon Department mission, strategic plan, etc.; which define the Department's priorities and listed as Eligibility CRITERIA within each of the six established HG sub-category FWs.

Grant Agreement: Refers to the legal, binding contract document initiated by the Department and signed by the HG award participant/recipient and AZGFD Director that serves as the effective date of grant award.

Grantee: refers to an eligible applicant who has been awarded a HG **(AKA the Participant).**

Habitat evaluation: an assessment of the status, condition and ecological value of habitat and subsequent recommendations of management, conservation or other protection measures, or mitigation measures, including but not limited to, recommendation of reasonable alternatives for the proposed projects that might otherwise affect the habitat under assessment.

Habitat protection: refers to protecting the quality, diversity, abundance, and serviceability of habitats for the purposes of maintaining or recovering populations of Arizona wildlife.

IIAPM: Refers to the identification, inventory, acquisition, protection or management of sensitive habitat for projects that preserve and enhance Arizona's natural biological diversity.

Outdoor Education (OE): refers to **OE** projects that enhance awareness and involvement in conservation, biological wildlife or wildlife habitat related "field trip" activity(s).

Non-Profit Organization: "Non-profit organization refers to any 501(c) organization. Section 501(c) of the United States Internal Revenue Code (26 U.S.C. § 501(c)) provides that 29 types of nonprofit organizations are exempt from some federal income taxes."

Participant: refers to an eligible applicant who has been awarded a HG **(AKA the Grantee).**

Primary Contact: refers to the individual associated with the project proposal that will have day-to-day knowledge of the project. This should be someone the Department can contact regarding questions pertaining to the project proposal submitted and/or the individual responsible for completion of the project, if awarded.

Project: refers to an activity or series of related activities described in the specific project proposal scope of work, which results in a specific product or service.

Project period: begins on the grant effective date and continues for up to 3-years (1-yr for OE), unless the Department grants an extension. All project business shall be completed in the project period, including all deliverable products and services, payments and/or reimbursements, and closure paperwork.

Public Access (ACCESS): refers to **ACCESS** projects that provide entry to publicly-held lands or waterways for recreational use where such entry is consistent with the provisions establishing those lands.

Public agency: refers to the federal government or any federal department or agency, and Indian tribe, this state, all state departments, agencies, boards, and commissions, counties, school districts, public charter schools, cities, towns, municipal corporations, and any other political subdivision.

Publicly-held lands: refers to federal, public and reserved lands, State Trust Lands, and other lands within Arizona owned, controlled or managed by the federal government or a state agency or political subdivision.

Schoolyard Habitat (SCHOOLYARD): refers to **SCHOOLYARD** habitat projects that encourage wildlife education on school sites or adjacent sites through development, enhancement or maintenance of wildlife habitats**.**

Term of Public Use: refers to the projects' useful-life time period during which the project or facility is expected to be maintained for public use and access as determined by the Department, and specified within the "Special Conditions" section of the project Grant Agreement.

Threatened species: refers to a species or subspecies of native Arizona wildlife that, although not presently in imminent danger of being eliminated from its range in Arizona, is likely to become an endangered species in the foreseeable future.

Urban Wildlife/Habitat (URBAN): refers to **URBAN** projects that conserve, enhance and establish wildlife habitats and populations in harmony with urban environments, which mitigate human-wildlife conflicts and increase the public's awareness of and support for urban wildlife resources: and for projects that occur within the incorporated limits of a city or town; is within 5 miles, straight-line distance, of the boundary of an incorporated area; or in an area that receives significant impact from residential development as determined by the Department.

Wildlife: refers to all wild mammals, wild birds, and the nests or eggs thereof; all reptiles, amphibians, mollusks, crustaceans, and fish, including their eggs or spawn.

HERITAGE GRANT FORMS & APPLICATION MATERIALS.
In addition to the Heritage Grant application manual, all additional application materials listed below (revised and dated August 3, 2016) can be found on the Department's website at:
https://www.azgfd.com/Wildlife/HeritageFund/grantapply

A hard copy of any of the application materials listed below can also be mailed or emailed if requested by contacting Robyn Beck, Wildlife Grant Administrator at **(623) 236-7530** or **rbeck@azgfd.gov**

Heritage Grant <u>Application Form</u>

Heritage Grant <u>Eligibility Funding Windows</u> (for EE, OE, Schoolyard, Urban, Access & IIAPM)

Heritage Grant <u>Frequently Asked Questions</u> (F.A.Q.s) Sheet

Heritage Grant <u>Workshop Schedule</u>

Heritage Grant <u>Score Form's</u> (for EE, OE and Schoolyard) & (for Urban, Access and IIAPM)

Heritage <u>Grant Agreement</u> – SAMPLE

Heritage Grant <u>On-Site Monitoring Inspection Checklist</u> – SAMPLE

Heritage Grant <u>Process Flow Chart's</u> (EE, Schoolyard, Urban, Access, and IIAPM) & (for OE)

DEPARTMENT HERITAGE GRANTS CONTACT PERSONNEL

Robyn Beck, Wildlife Grant Administrator, **623-236-7530**, **rbeck@azgfd.gov** for any questions related to the **Heritage Grant application process** or **Heritage Grant program administration**

Marty Herrera, Heritage Fund Administrator, **623-236-7527**, **mherrera@azgfd.gov** for any questions related to the overall **Heritage Fund Program** or **Heritage Grant Application Materials**